

INSTRUCTIONS FOR NOTIFICATION FOR UNDERGROUND STORAGE TANKS FORM (LONG)

Arizona Revised Statutes (A.R.S.) §49-1002 requires owners or operators of underground storage tanks (USTs) to notify the Arizona Department of Environmental Quality (ADEQ) of their USTs on a form prescribed by the Department. ADEQ has two forms for this. The Notification for Underground Storage Tanks Form (Long Form) must be used to register USTs, inform ADEQ of any tank system modifications, such as a change to a method of release detection, or an update to UST status (temporary closure, permanent closure) etc. In the case where only ownership or operator changes occur, the shorter form should be used: Notification for Underground Storage Tanks Form for Owner/Operator Updates ([Short Form](#)). UST owners or operators are now required to notify ADEQ of a newly installed UST system at least thirty (30) days before it is brought into operation. UST owners are generally required to notify ADEQ of other changes relating to an UST system within thirty (30) days of that change.

The numbers below correspond to the numbered parts on the Long Form:

1 TYPE OF NOTIFICATION

Check the box which indicates the reason for submitting the form.

2 UST OWNER INFORMATION

The UST owner must be identified in this Section. Include the UST owner's name (individual, corporation, government agency, etc.), name of contact person, current mailing address, billing address, email address, telephone & fax number, etc.

Please note that the UST owner is not always the same as the property owner. An UST owner may be the property owner, or a tenant, subtenant or another entity. ADEQ requests a copy of the most recent lease be submitted with an updated Notification Form (Short) so that ADEQ may verify UST ownership and determine which party is the UST owner and/or operator at the property. Financial and other confidential information on the lease may be blacked out. For more information, UST owner is defined in A.R.S. § 49-1001.01.

In the event that there is a change in UST ownership, the seller must notify the new UST owner that an amended Notification Form must be submitted to ADEQ.

3 UST OPERATOR INFORMATION

The UST operator must be identified in this Section if different from the owner. The operator is the person in control of, or having responsibility for, the day-to-day operation of an underground storage tank and can be an individual, a business entity or a government agency. Include the UST operator's name, the name of contact person, current mailing address, email address, telephone & fax number, etc. In the event that there is a change in UST operator status, the UST owner or operator must submit an amended Notification Form notifying ADEQ of the change of operator status.

4 LOCATION OF UST FACILITY

This information should describe where the USTs are located and should include the facility name, if applicable, property address, and parcel number.

5 TYPE OF FACILITY

Check the box which indicates the type of facility. If not listed, describe the facility type next to 'Other'.

6 UST INSURANCE MECHANISM

Check the box for the type of insurance mechanism(s) that is used for the UST system(s). Submit the necessary documentation to demonstrate compliance with insurance requirements. If not already on file with ADEQ, a copy of the most current UST insurance mechanism and a facility/tank schedule must be submitted with this Notification Form. Please note that ACORDs, Declarations, or Binders are not acceptable forms of financial responsibility. For further information, please contact the WPD Financial Responsibility Coordinator at 602.771.4316 or fr@azdeq.gov.

7 DESCRIPTION OF UST SYSTEM & USAGE INFORMATION

This section is used to provide pertinent information for each UST system at the facility for which the change of owner and/or operator status affects. If there is an out of service (temporarily closed) UST system at the property that you do not intend to store nor dispense regulated product from, do not list that UST system on the form.

7

DESCRIPTION OF UST SYSTEM & USAGE INFORMATION (continued)

The Notification Form provides space for five UST systems; if a facility has more than five UST systems, utilize additional pages in order to provide the pertinent UST system information. If an UST has been divided into two or more compartments, indicate each number of compartments and what each compartment is storing in separate columns. For compartmentalized UST systems, use a number and letter scheme to identify each compartment; for example 1A, 1B, 2, 3, 4A, 4B.

7A Date of UST Installation – indicate the date that each UST system was installed. For newly installed UST systems, use the final inspection date which appears on the Fire Authority Installation Inspection Report.

7B Total Capacity (Gallons) – Indicate the maximum gallon capacity of each UST; do not provide the amount of regulated substance being stored. For compartmentalized USTs, indicate the maximum gallon capacity for each compartment.

7C Substance Currently or Last Stored – Check the box which identifies the regulated substance currently or last stored. For compartmentalized USTs, make sure to check each product stored in each compartment.

8

UST – MATERIAL OF CONSTRUCTION

Check one box which indicates the material of which the UST is constructed. If not listed, describe the material of construction type next to ‘Other’.

9

UST – CORROSION PROTECTION

If applicable, check one box which indicates the type of corrosion protection for each applicable UST system. If known, provide the date the corrosion protection type was installed. If the method of corrosion protection is ‘interior lining’, enter the type of lining material in the space provided. If the UST system was repaired, enter the date of the repair.

10

PIPING – MATERIAL OF CONSTRUCTION

Check one box which indicates the material of which the piping is constructed. If not listed, describe the material of construction type next to ‘Other’.

11

PIPING – CORROSION PROTECTION

If applicable, check one box which indicates the type of corrosion protection for each applicable UST system. If known, provide the date the corrosion protection type was installed.

12

PIPING – APPLICATION TYPE

Indicate the application type of product piping associate with each UST. If the piping has been repaired, indicate the date of the last repair in the space provided. If the piping has been replaced, indicate the date of the replacement in the space provided.

13

SPILL AND OVERFILL PROTECTION

If spill and/or overfill protection has been installed, check the appropriate box. If known, provide the date the spill and/or overfill protection was installed. If known, provide the size of the spill device and/or the type of overfill device.

14

RELEASE DETECTION – USTS & PIPING

Check the applicable boxes for the types of release detection associated with the UST and piping. If the UST system is exclusively for an emergency power generator, check the applicable box; be advised that release detection is not required for USTs and the associated piping.

15

UST STATUS

15A Currently In Use - If an UST system is currently storing and dispensing regulated product, check the box.

15B Temporary Closure of UST System (see Arizona Administrative Code R18-12-270)– If an UST system has ceased being used on a daily basis but remains in the ground either empty or containing regulated product, check the temporary closure box for each applicable UST. Provide the date that the UST system was last used on a daily basis in the space labeled ‘Date of Temporary Closure’. Be advised that if the UST stores less than 1” of product, release detection is not required. Provide a response to confirm if:

- The UST has been emptied to less than 1” of product;
- If release detection is being maintained (if applicable); and
- If cathodic protection is being maintained (if applicable).

15C Request to Extend Temporary Closure – Temporary closure can be extended beyond one year if the owner requests an extension before 11 months in temporary closure. If an UST system is approaching one year in temporary closure and the UST owner has timely requested extension of temporary closure, check the box for each applicable UST. If a Site Assessment is required to be completed in association with the temporary closure request, check the applicable box.

15 UST STATUS (continued)

15D Permanent Closure of UST System – If an UST system has been permanently closed according to R18-12-271 by either removal from the ground or closed-in-place with an inert material, check the box for each applicable UST. If known, enter the date the UST was last used in the space provided. Enter the date the UST was permanently closed in the applicable space provided based on whether it was removed from the ground or closed-in-place. Provide a response as to whether a Site Assessment was completed in conjunction with this activity.

15E Change-in-Service - A 'change-in-service' is defined as changing the use of an UST system from the storage of a regulated substance to the storage of a non-regulated substance. If an UST system has undergone this activity, check the box for each UST. Enter the date the change-in-service occurred in the space provided and provide a response as to whether a Site Assessment was completed in conjunction with this activity.

19 CERTIFICATION

This section is to be signed by the UST owner or authorized representative.

20 UST SERVICE PROVIDER CERTIFICATION

This certification statement is only to be completed for new UST installations and UST systems that have been upgraded. This section is to be completed only by the UST Service Provider who is certified by ADEQ.